

APPENDIX X

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

The Standard Form (SF) 1164 is used to recover local transportation and other expenses incurred in the performance of official business. This appendix consists of line by line instructions given to aid travelers in the completion of a SF 1164.

Preparation of SF 1164

Items 1-3. Leave Blank

Item 4. Enter claimant information (Name, social security number (SSN), Mailing Address, and Office Phone Number)

Item 5. Leave Blank

Item 6. Expenditures.

Item 6a. Date. Enter the date expense was incurred (15 Dec)

Item 6b. Code. Enter the appropriate code:

A - POC, (Commercial Bus, Ferry, etc for recruiters only)

B – Official communication expenses for recruiters

C – 1 All: Bridge, Parking Fees, Road Toll, Tunnel (see note).

2 Recruiters only: Document Reproduction, Food and Beverage, Other Expenses

NOTE: Reimbursement for occasional meals may be authorized for travel performed away from the PDS.

Items 6c-d. Enter explanation of expenditures in detail (itinerary or other expenses)

Item 6e. Enter number of miles traveled.

Item 6f,g&i. Enter the amount claimed for reimbursement in the appropriate column.

Item 6h. Enter the number of additional persons traveling.

Item 7. Enter the total amount claimed in columns 6f, g, & i.

Item 8. Required to be signed and dated by an Approving Official.

Item 9. Required to be signed and dated by an Authorized Certifying Officer.

Item 10. Claimant certifies the claim is true and correct by signing and dating.

Item 11a-c. If claimant receives a cash payment they are required to sign and complete item 11a-c.

Item 12. Enter the check number here if payment is made by check.